

Central Wisconsin Community Action Council, Inc.

EPF&A Committee Meeting Minutes

June 12, 2020

Present: Dave Singer, Muriel Harper, Donna Maly, Charlie Krupa (by telephone), and John Earl

Excused Absence: None

Staff: Fred Hebert, Kari Labansky, and Donna Lynch

Guests: None

1. John Earl called the meeting to order and roll call was taken with five members present.
2. Motion passed by unanimous vote approving the agenda and minutes of the March 13, 2020 and May 21, 2020 EPF&A Committee meetings.
3. Fred reported that the Mike Orvis suit has been settled. Kelly Hess has relocated to an office in the lower level. Jim Dahlke will have two offices on the upper level, one for Finance and one for Guardianship. Three staff were temporarily hired to assist Holly in the Wisconsin Dells Food Pantry.
4. Kari presented the Finance Report. The Balance Sheet as of 12/31/19 reflected an increase in assets of 8%, decrease in liabilities by 13%, and total liabilities and net assets at \$11,078,857.27. The Statement of Revenues and Expenditures reflected an increase in revenues of 6.27%, decrease in expenditures of 0.79%, and net revenue over expenditures at \$684,730.33. The Cash Accounts balance as of 12/31/19 was \$898,031. New funding from Coronavirus legislation includes: Wisconsin Rental Assistance Program-\$867,390; Community Services Block Grant-\$369,820; TEFAP-\$325,390; and LIHEAP with no amount yet. We are also adding 52 more Section 8 vouchers for the towns of Mazomanie, Mt. Horeb, Dodgeville, and Mineral Point. Motion passed by unanimous vote approving the Finance Report with thanks and appreciation to Kari.
5. We will be receiving \$369,820 additional Community Services Block Grant funding through the CARES Act. A plan and budget on how to spend the funding by September 30, 2022 will be developed brought to the board for approval. Ideas include assisting the Homeless Program, a Sauk County emergency food staff position, and another Guardianship Program assistant.
6. The Governor set aside \$25 million of CARES funding for Eviction Prevention; our agency will receive \$867,390 which will be spent down by October 31, 2020. We are able to pay rent for clients for three months at \$1,000 per month, including security deposits, with payments going directly to landlords. Wendy Schneider and her staff have been trained and are currently taking applications.
7. Fred discussed a Men's Shelter House being sold by St. Katharine Drexel Parish in Beaver Dam in the amount of \$60,000. Our staff inspected and provided positive feedback. After discussion, motion was passed by unanimous vote approving the purchase of the Beaver Dam house in the amount of \$60,000 and an additional \$10,000 for renovations for total of a \$70,000 loan with a 5% contingency.
8. Fred reported that the agency has continued operations despite the COVID outbreak. Most all staff worked remotely with only three laid off and they are now back. Staff have remained COVID-free and we have limited staff at the office. For now doors remain closed to the public and our church groups that are renting the board room.

9. Committee members discussed future board and committee meetings during the COVID crisis. The EPF&A Committee will meet again in July. When the EPF&A Committee meets in August, this will also be considered a Board of Directors Meeting. All board members will be invited and can attend in person, by phone call, or Zoom. Motion passed by unanimous vote suspending the by-laws regarding elections and resuming as is with currently elected officials until elections can be held. Correspondence will be sent to the board regarding the suspended election.
10. The Federal Home Loan Bank grant application for Fait Family Apartments was submitted on June 11th. One more item is needed for the environmental review, then we should be receiving the HOME grant. We plan to submit the HOME application for senior housing on the donated Adams property in the fall.
11. Fred mentioned we are still recruiting for board members from Sauk and Dodge counties.
12. John expressed positive comments regarding the Charlie Krupa School View Senior Village Project. Fred mentioned planning and discussion of future market rate units.
13. Donna Maly mentioned that the City of Beaver Dam has \$5,000 in matching funds for painting of our Beaver Dam building.
14. The CWCAC Golf Outing has been rescheduled for Tuesday, September 1st.
15. Fred provided an update on the transfer of the Adams-Friendship Senior Village from CAP Services to CWCAC. He will keep the board updated.
16. Motion passed by unanimous vote approving the Guardianship Corporate Resolution which reads, "***WHEREAS:*** Central Wisconsin Community Action Council, Inc. administers and manages the Guardianship Program; and ***WHEREAS:*** Duties and responsibilities regarding Guardianships, Conservatorships, Fiduciaries, and Power of Attorney Accounts are required to be performed by program staff on behalf of program clients; and ***WHEREAS:*** Program staff include Jim Dahlke, Jeff Housker, Renee Hazelton, Jaime Olson, Mary Kate Thurow, Judith Kaye, Elaine Johnson, and SueAnn Eck; ***Now there for let it be resolved:*** That Central Wisconsin Community Action Council, Inc. Board of Directors approves and authorizes the above named employees to act on behalf of Central Wisconsin Community Action Council, Inc. and clients of the Guardianship Program regarding their Guardianships, Conservatorships, Fiduciaries, and/or Power of Attorney Accounts, and this corporate resolution is a true and correct copy and is in full force and effect."
17. Motion passed by unanimous vote approving the 4th of July Declaration which reads, "Recognizing the worth of our employees and their stalwart constant efforts; and recognizing the honor & tribute we pay to our Country's freedom; the Board of Directors declares our extended Fourth of July Holiday Celebration by inclusion of Monday, July 6th to be an agency holiday this year, 2020."
18. Meeting Adjourned - Next Meeting - Friday, July 10, 2020 @ 10:30 am